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|  | KANSAS CITY MISSOURI POLICE DEPARTMENT | DATE OF ISSUE | EFFECTIVE DATE | NO. |
| | PERSONNEL POLICY | 08/24/2016 | 08/24/2016 | 635-6 |
| SUBJECT | | | AMENDS | |
| Policy Series 600: Awards and Assistance to Members 635 - Academic Selection | | | | |
| REFERENCE | | RESCINDS 635-5 | | |

***I. INTRODUCTION**

The department encourages all members to improve and enhance their knowledge and skills through attendance and participation in department authorized major schools.

***II. POLICY**

- A. The Academic Selection Board (Board) will be utilized, when directed by the Chief of Police, to screen applicants who desire to participate in department authorized major schools.
- B. Members must comply with all regulations and requirements established by the department authorized major school.
- C. Members who have previously attended department authorized major schools and are approved by the member's bureau commander to attend retraining sessions:
 - 1. Will be on training days.
 - 2. Will be provided the registration fee, per diem, a road car, and a credit card for gasoline, unless another mode of travel is more appropriate. Other expenses incurred will be the responsibility of the attendee.
- D. Members also have the option to attend retraining sessions on their own time and at their own expense, if so desired.
- *E. Members who have attended one of the authorized major schools within the previous two years will not be considered for any of the other schools or programs unless no other members have requested to attend and vacancies are available.
- F. Members previously approved to attend department sponsored major schools prior to the effective date of this policy remain eligible to attend and do not need to submit the Academic Selection Request, Form 5730 P.D. or resume, or be screened by the Board.

***III. TERMINOLOGY**

- A. Board - Will be comprised of the Chief of Police, Department Bureau Commanders and General Counsel. The chairperson will be the Chief of Police. The vice-chair will be appointed by the Chief of Police. The Testing Specialist will serve as the secretary of the Board with no voting powers.
- B. Department Authorized Major Schools – When funds are available, Human Resources will issue a Special Order requesting members to submit the Academic Selection Request, Form 5730 P.D., and a personal resume through the chain of command. The Special Order will identify specific schools; **it should not be considered all inclusive.**
- C. Major School – Any institution at which significant instruction is given in a particular discipline.

IV. PROCEDURES

- A. Member's Responsibility
 - 1. Submit an Academic Selection Request, Form 5730 P.D., and personal resume listing qualifications, previous training, education, and experience, through the chain of command. This request should indicate the member's preference of major school.
 - *2. At the Board's discretion, members may be asked to respond for an interview.
 - 3. Receive written notification of the final selection of candidates.
 - 4. Submit a written request through the chain of command requesting consideration to attend a retraining session of a previously attended department authorized major school. The member's bureau commander will have final approval on retraining requests.
- B. Bureau Commander's Responsibility
 - 1. Receive Form 5730 P.D. from the member requesting attendance to authorized major school and forward to the Testing Specialist.
 - 2. Approve or deny member's request to attend a retraining session of previously attended department authorized major school and provide written notification to that member on final approval or denial.

C. Testing Specialist's Responsibility

1. Assemble all requests, resumes, and other pertinent data on each candidate and submit to the Board.
- *2. Assist the Board in scheduling interviews, if requested, for the selection of candidates. Provide written notification of scheduled interviews to candidates and written notification of the final selection of candidates.
3. Act as secretary to the Board.

D. Academic Selection Board's Responsibility

1. Meet at the direction of the Chief of Police.
2. Examine candidate's request, personal resume, personnel jacket, educational achievement, and other pertinent data.
- *3. Conduct interviews, if requested, to determine candidate's qualifications and contribution to the department.
4. Select those candidates who are approved to attend.
5. Notify, in writing, all candidates of the final selections by the Board.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____day of _____2016.

Michael Rader
Board President

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